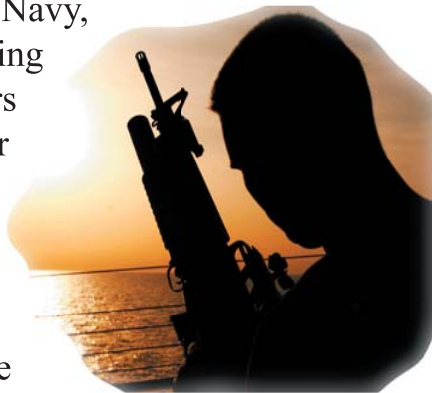


Information Security is on the forefront in today's Navy, and protecting our Sailors and their families is our first priority.

In recent years the rise in internet fraud and identity theft cases has reached an unprecedented new level. As a result the protection of Personal Identifying Information for our Sailors is imperative for overall operational military readiness.

With the heightened emphasis on information protection, the introduction of more secure handling procedures and new technologies, including protected internet functions, within the Pay, Personnel and Support Services (PASS) Department has taken on a new urgency.



PASS has developed an internet-based method for securely transmitting information sensitive transactions via the Transaction Online Processing System, or "TOPS."

TOPS is an online database that enables remote transaction submissions and desktop delivery allowing command PASS Liaison Representatives (PLR's) to safely and efficiently communicate with their designated homeport Personnel Support Detachment (PSD) from the internet. TOPS also includes a robust workflow tool that allows the PSD representatives to handle and respond to

...offers complete tracking capabilities for all pay and personnel-related transactions.

individual tasks. At the same time, TOPS permits PASS customers to continue working at their parent command regardless of location or deployment schedules, and offers complete tracking capabilities for all pay and personnel-related transactions.

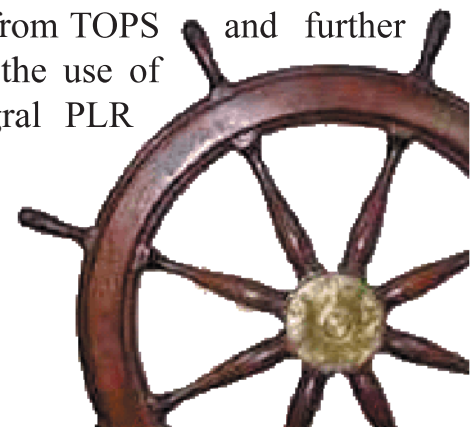
Now that a transaction can be submitted by the PLR without leaving the unit's location the task can be identified and often completed in less time than it might take to drive to the PSD and hand deliver an item for processing.

This streamlined approach primarily supports operational readiness by keeping Sailors in the workplace, and reducing the number of customers who need to visit a PSD for service.

This streamlined approach primarily supports operational readiness by keeping Sailors in the workplace...

Sailors can remain focused on the mission, and not worry about the accuracy and timeliness of their pay and the handling of personal data. Individual concerns such as hazardous duty pay starting and stopping at the correct time, pay corrections, SGLI accuracy, travel claim liquidations, allotments, etc., will take less time to process and can be completed without the Sailor having to leave the parent command, whether underway or in port.

Command readiness as a whole benefits from TOPS and further supports the use of the integral PLR program.



TOPS AVAILABLE GLOBALLY

TOPS works in a manner similar to a commercial email account, requires an internet connection, and a login account.

Once an account is obtained via the parent command's supporting PSD, users only need internet access with a Common Access Card (CAC) capability. Using certificates loaded onto CACs, users are granted access to the secure portal which transmits via the web.

In cases where files to be transferred have to be digitized procedures may vary by command, but staff IT specialists may be able to provide assistance with scanners, digital senders and similar equipment a PLR may need to use. It is important to note that these digitized files can not be forwarded to an individual email account, but rather must go to a designated machine or network site as a security precaution. More traditional methods for transporting files that don't rely on the use of open transmission still apply including use of disks and shared network locations.

Creating user accounts for tenant commands is as easy as filling out a form.



Each PSD has a TOPS network Account Manager identified to support tenant command PLRs. This provides additional opportunities for training, less opportunity for fraud, and added abilities to audit transactions and progress within any particular command.

RIGHT ANSWER, RIGHT TIME

TOPS is providing a secure, intuitive process to assist Sailors with Pay, Personnel and Support Services. It expands on the Navy's priority to provide the right pay to the right Sailor at the right time.

It keeps Sailors at work and allows for less time spent on pay and personnel issues, in turn, providing for greater focus on the mission and direct enhancement to unit readiness.

For account requests, PLR's should contact your command's supporting PSD. For more info about TOPS, contact:

TOPS Technology Team
MPS-TOPS@navy.mil



A large graphic for TOPS COURAGE. It features a blue triangle with 'CONUS TOPS' and 'PACIFIC EUROPE' text. Below the triangle is the word 'COURAGE' in large, bold letters. The background includes images of sailors, a ship, and the Statue of Liberty. At the bottom, the word 'COMMITMENT' is visible. A vertical banner on the right side reads 'Transaction Online Processing System'. The text 'Fast, Remote & Secure' is prominently displayed in the center.